

Guiding principles for faculty ties to the Urban Health Collaborative at the Dornsife School of Public Health updated and reviewed by UHC Steering committee November 2022

Purpose and process

This document articulates the many ways in which faculty across the University and the School can formally engage with the Urban Health Collaborative (UHC). This document does not preclude other informal connections and collaborations which the UHC encourages and supports. Other connections and collaborations may also occur via formal contracts or agreements and are not described here.

University-wide engagement opportunities

Faculty, staff and students across Drexel, regardless of affiliation, are welcome to:

- Participate in [activities and events](#) hosted by the UHC.
- [Sign up](#) for the UHC newsletter to learn about UHC activities and events, access information through our [website](#), and reach out to uhc@drexel.edu with related inquiries or requests.
- Request [Geographic information systems consultation](#) by appointment, and request [available data for the Philadelphia area](#).
- Request a letter of support from UHC leadership when applying for external funding relevant to urban health. Please reach out to uhc@drexel.edu with related inquiries or requests.

UHC affiliate faculty

Affiliated faculty are faculty from across Drexel University who have a desire to collaborate with UHC in a consistent and ongoing manner and who view all or part of their research, practice or teaching agenda as aligned with UHC mission and goals. Affiliated faculty benefit from a formal connection to the UHC and provide benefits to the UHC community through their commitment to actively and regularly engage in UHC activities.

Benefits and responsibilities of UHC affiliate faculty:

Benefits

- All the university-wide engagement opportunities listed above.
- Be listed on the UHC website as Affiliate Faculty.
- Receive an internal monthly update and be included in UHC faculty listserv through which information can be shared across all UHC faculty.
- Have [representation on the UHC Steering Committee](#).
- Opportunity to serve as a mentor to UHC supported students (including Masters, Doctoral and Applied Practical Experience students with [UHC fellowship funding](#)) to support research or practice.
- Nominate speakers for the UHC invited speakers series and propose visiting scholars to be hosted by UHC.
- Access touch-down spaces at the UHC when visiting the center.
- Influence UHC strategic planning and future directions
- Submit grants through the UHC to benefit from UHC administrative and infrastructure support as described in School guidelines regarding grant submissions and IC sharing. See [Dornsife IC distribution](#) .

Note that pre-approval is required from the UHC administrative team to ensure that the scope is aligned with UHC goals and that the timeline is feasible.

- Benefit from communications activities supported by the UHC (eg dissemination of urban health work).

Responsibilities

- Include UHC affiliation in publications. Affiliate faculty are asked to include their UHC affiliation in all publications where they consider it relevant because the paper has an urban health focus or has benefited in any way from the UHC affiliation, or simply because the faculty member considers the affiliation as a relevant piece of information. Note that UHC affiliation does not have to replace a Departmental affiliation (it can simply be added as a second affiliation).
- Be responsive to informational requests from our administrative and communications teams, including during the development of our annual report.
- Periodically participate in UHC activities including faculty meetings, meetings of cores, workshops, meetings of the full UHC.
- Attend annual state of the UHC meetings and participate in strategic planning
- Regularly participate and present in the UHC weekly forum and encourage trainees and students to also participate and present.
- Support UHC activities by periodically participating in UHC reviews and committees such as review of fellowship applications, work group proposals, and pilot awards or participation in Summer Institute Advisory Board or Symposium Planning Committee as well as serving as Affiliate representative on the UHC Steering Committee.
- Promote the UHC internally and externally as appropriate.
- Serve as mentor to urban health masters students

To become UHC affiliated faculty:

Interested faculty should send a brief bio (up to 200 words to be shared on our website) to uhc@drexel.edu highlighting urban health related research, practice, or teaching interests. Proposals are reviewed by UHC Steering Committee and decisions are provided within one month.

To maintain affiliation:

The UHC reaches out to all faculty affiliates each year to update bios and gauge their interest in continued affiliation for the coming academic year. Those interested in continuing will be asked for an updated 200-word bio and to provide a brief summary on how they engaged in the past year and plans or hopes for engagement during the coming year.

Current affiliated faculty members:

A list may be found on our [faculty affiliate page](#).

UHC core faculty

UHC core faculty are faculty from across DSPH who have a high level of engagement with the UHC and who regularly and consistently participate in UHC activities, and spend substantial time in UHC space. UHC core faculty include:

- (1) Faculty whose primary work space is at the UHC and who are fully administratively supported by the UHC. This includes submitting all their grants through the UHC and managing all post award financial and

administrative needs through the UHC. In some School policies these faculty are referred to as faculty housed at the UHC. This arrangement is usually specified in the faculty appointment.

(2) Faculty whose primary workspace is in other Departments but who have a high level of engagement with the UHC (see responsibilities below).

All UHC core leads or co-leads will be UHC core faculty. Support for their time as core leads (effort compensation) will be provided by the UHC.

Benefits and responsibilities of UHC core faculty

Benefits

- All affiliate faculty benefits listed above.
- Receive priority administrative support from the UHC (grants submission and management, calendar and scheduling, purchases, temporary and back up project management conditionally on staff availability).
- Priority consideration to serve as a mentor of UHC -supported trainees
- Priority access to UHC data management/analysis and GIS support (eg priority to include UHC data staff on grants and help with preliminary data access and analyses conditional on staff availability).
- Priority access to support from policy and community-engagement cores (consultation for policy translation and community engagement, priority for inclusion of UHC staff on grants)
- Receive priority UHC communications support for dissemination of research findings
- Serve as core lead or co-leads.
- Receive discount on summer institute fees for faculty member and trainees
- Have designated space at the UHC (may be shared space for faculty who do not sit permanently at the UHC) for the faculty member and for professional staff, and students.
- Access to UHC space and administrative support for hosting meetings or other events.

Responsibilities

- All responsibilities of UHC affiliate faculty.
- Be an active and regular participant in all UHC activities including UHC Weekly Forum, all UHC meetings and UHC faculty meetings, and encourage their team members to participate and present during the UHC Weekly Forum.
- Regularly contribute to intellectual exchange, research, training, policy and outreach opportunities at the UHC through grant submissions through the UHC, organization of panels, and presentations at conferences, building of external partnerships, participation in UHC core activities etc.
- Serve as PI or Co-I on grants based at the UHC
- Regularly spend time in UHC space (for those whose offices are not at the UHC shared space will be provided)
- Periodically lead/coordinate the UHC Weekly Forum or other regular activities such as UHC Journal Club with support from UHC administration.
- Serve as mentor to urban health masters students
- Include UHC affiliation in relevant publications and use UHC letterhead and slide templates.
- Non-tenure track core faculty for whom substantial effort is supported on core UHC funds may be asked to take on additional responsibilities as described in the [UHC guidelines for research faculty.](#)

To become UHC core faculty

Faculty can become UHC faculty in three ways:

- (1) Via appointment: Faculty of any track or rank can be appointed as core UHC faculty as part of their appointment letter. The letter will indicate that they will be fully supported administratively by the UHC and will be housed at the UHC. Research faculty supported in whole or in part by the UHC are always UHC core faculty.
- (2) Via appointment as core leads: faculty who are appointed core or co-leads leads will become core faculty.
- (3) Via request: Faculty may also petition the UHC to be considered UHC core faculty via email request to uhc@drexel.edu. Requests will include (1) brief rationale for the request (2) proposed ways in which the faculty member will engage with the UHC (above the level of an affiliate); (3) details on proposed time that the faculty member will spend at UHC and any space needed (total length 1-2 pages). Requests will be reviewed by UHC Steering Committee.

Maintaining status as core faculty

The Director will check in with core faculty every two years to allow the possibility of a change in status to affiliate if deemed appropriate by the faculty member or the director.